

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040073-3

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CONTROL NO.

REPORTS INVENTORY

PREPARE IN DUPLICATE

DDP - 138

1. TITLE OF REPORT (if a fill-in report include Form No.)

BIWEEKLY LABORATORY REPORT

2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL
	<input type="checkbox"/> NARRATIVE
	<input type="checkbox"/> MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL	TRAINING	X	ADMIN. GENERAL
LOGISTICS	SECURITY		OTHER (specify)
MEDICAL	FINANCE		TSD 25X1

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (no. of components not number of copies)

10

Biweekly

1

7. FORMAT (memorandum, form computer print-out, etc)

Memorandum

8. ADP PROCESSING

YES	IF YES GIVE ADP PROCESSING NO.
<input checked="" type="checkbox"/>	NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Internal Laboratory

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
									\$506.00

B. COSTS OF COMPUTER PRODUCED REPORTS

|--|--|--|--|--|--|

TOTAL COSTS PER YEAR

\$506.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

25X1

June 1956 the laboratory prepares this biweekly report on projects initiated and completed. This report is initiated by the Laboratory for their own purposes of record keeping, but is used by OC/ and others to keep abreast of the workload at the Laboratory.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)
<input type="checkbox"/> CHANGE	
<input type="checkbox"/> DISCONTINUE	

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

15. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

October 1970

18. EXTENSION

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Classification